**NOTES OF 28th MEETING OF THE TETSWORTH NEIGHBOURHOOD PLAN STEERING GROUP**

**HELD AT 7.30PM ON MONDAY 26th MARCH 2018**

**IN TETSWORTH MEMORIAL HALL**

**Present:** John Gilbert JG

 Caroline Cann CC

 Gill Copsey GC

 Karen Harris KH

 Gemma May Brown GMB

Rajen Nathwani RN

 Gaynor Sellors GS

 Max Sellors MS

`

**Apologies:** Sarah Appleby SA

 Aidan Lynch AL

1. **Notes of 19h February 2018 Meeting.** The SG was content that the notes were an accurate record of business. Actions were reviewed via the rolling Action Chart. All were complete or noted for future action.

2. **Declarations of Interest.** There were no new declarations of interest.

3. **Character Assessment Report.** JG had drafted an Executive Summary for the report but considered that a Conclusion would just be duplication. The SG agreed and accepted that the summary incorporated into V8 of the draft report was sufficient and properly reflected the detailed content of the report.

4. **Tetsworth NP Project Assessment.** Selective use of the Tetsworth Community-Led Plan by counsel at the recent planning appeal hearing for up to 60 new dwellings in the village had prompted the SG to take stock of progress, noting the overriding importance of making the Neighbourhood Plan robust to challenge or misinterpretation. As a result, the team agreed that it should pause further refining of the draft Neighbourhood Plan document and its supporting papers pending the engagement of independent, professional guidance and advice. The SG accepted that this would inevitably delay public consultation on a draft document.

The SG favoured the potential use of Community First Oxfordshire expertise to review our evidence base and draft documentation produced to date. The aim would be to seek their guidance to ensure that our Neighbourhood Plan fully reflects the wishes of the parish while conforming to higher level planning policies and remaining relevant and robust throughout the forward planning period.

The SG agreed that a sum of approximately £1,000 should be committed to engaging professional advice and tasked JG to initiate negotiations with Fiona Mullins of Community First Oxfordshire.

**Action 148.** JG to initiate negotiations for professional support from Community First Oxfordshire.

5. **Parish Annual Meeting.** The Parish Annual Meeting had been scheduled for 30 April. Updates on the progress of the Neighbourhood Plan and on Actions arising from the Community-Led Plan had been invited. The SG agreed that JG should explain that the current pause in preparing the Neighbourhood Plan and engaging independent professional advice was necessary to ensure that it could not be open to misinterpretation and would be robust to challenge into the future. It would also offer an opportunity to recruit further residents to the SG. Reporting on the Community-Led Plan would be confined to the usual annual review of the Action Chart.

**Action 149.** JG to prepare and deliver the Neighbourhood Plan progress report to the Parish Annual Meeting.

6. **Date of Next Meeting.** It was anticipated that Community First Oxfordshire consultants would attend the next meeting of the SG. Therefore, the date of this meeting would be dependent on their availability and would be advised in due course. However, it was anticipated that it would probably be around the end of **April 2018** at **7.30pm** in the **Memorial Hall.**

John Gilbert 29th March 2018

Chairman

Tetsworth NP SG